

U.S. GOVERNMENT PRINTING OFFICE

Washington, D.C.

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Forms

as requisitioned from the U.S. Government Printing Office (GPO) by the

U.S. Department of Justice

Single Award

The term of this contract is for the period

beginning September 1, 2000 and ending August 31, 2001

BID OPENING: Bids shall be publicly opened at 11 a.m., prevailing Washington, D.C. time, on August 24, 2000.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, Room B-104, Stop PPSB, Washington, D.C. 20404-0001. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised May, 1999.

Note: Printing Specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalent. At a future date, metric measurements will be used exclusively in all specifications.

Abstracts of contract prices are available at www.access.gpo.gov/procurement/abstracts/central/

For information of a technical nature call Karen Johnson (202) 512-2044 (No collect calls).

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987, Rev. May 1999) and GPO Contract Term, Quality Assurance Through Attributes Program, (GPO Pub. 310.1, effective May 1979, Rev. April 1996).

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Levels III.
- (b) Finishing (item related) Attributes -- Levels III.
- (c) Exceptions: Margins must be maintained within +/- 1.5mm (1/16") of the standard.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Negatives/Positives/Camera Copy

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

PAPER PRICE ADJUSTMENT: Paper prices charged under this contract will be adjusted in accordance with "Table 6 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items" in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913-01 for "Offset and Text" will apply to all paper required under this contract.
2. The applicable index figures for the month of August 2000 will establish the base index.
3. There shall be no price adjustment for the first four months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fifth month, index variances will be calculated in accordance with the following formula:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \text{ } \%$$

where X = the index for that month which is two months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.

7. Adjustments under this clause will be applied to the contractor's bid prices for line items II. (a) in the Schedule of Prices and will be effective on the first day of any month for which prices are to be adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

POSTAWARD CONFERENCE: The total requirements of the job as indicated in these specifications, will be reviewed by Government representatives with the contractor's representatives at the Government Printing Office, Washington, D.C., immediately after award.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO purchase order will be issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" and various jacket numbers for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from September 1, 2000 through August 31, 2001. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations. Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of face only or face and back forms requiring such operations as film making, printing in a single ink color, binding, packing, and delivery.

TITLE: Forms.

FREQUENCY OF ORDERS: It is impossible at this time to predetermine the number or frequency of orders which will be placed during the term of this contract. It is anticipated that approximately 75 orders will be placed per year. No more than 5 orders will be placed in any single day.

QUANTITY: Approximately 10,000 to 1,000,000 forms per order. The majority of orders placed will require 250,000 or fewer copies.

QUANTITY VARIATION ALLOWED: Unless otherwise specified on the print order, plus or minus 1% variation will be allowed for each order, not to exceed 25,000 forms.

TRIM SIZES: Various trim sizes will be ordered and paid for in their respective "Format" classification as follows:

Format "A": 216 x 279 mm (8-1/2 x 11").

Format "B" : 432 x 279 mm (17 x 11") flat size folding down to 216 x 279 mm (8-1/2 x 11").

Format "C": 216 x 559 mm (8-1/2 x 22") flat size folding down to 216 x 279 mm (8-1/2 x 11").

Format "D": 216 x 837 mm (8-1/2 x 33") flat size folding down to 216 x 279 mm (8-1/2 x 11").

GOVERNMENT TO FURNISH: Film negatives and/or positives. Camera copy consisting of line art, reprint copy, and repro proofs, to be reproduced at various focuses.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

One reproduction proof, Form 905 (R. 3/90) with labeling and marking specifications.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the products in accordance with these specifications.

FILMS: The contractor must make all films required. Films must be opaqued on the non-emulsion side.

The contractor may occasionally be required to create screen/flattone areas to match the percentages indicated on the camera copy or print order.

The films delivered to the Government must be the final films used for printing. They must be suitable for making press plates for subsequent reprinting without any retouching, opaquing, surprinting or any other hand or camera work.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

White Offset Book, grammage 75 g/m² (basis weight: 50 lbs. per 500 sheets, 25 x 38"), equal to JCP Code A60.

PRINTING: Format "A" - Print face only, or face and back head-to-head or head to foot as indicated, in black ink.

Format "B" - Print face and back head-to-head or head to foot as indicated, in black ink.

Format "C" - Print face and back head to foot in black ink.

Format "D" - Print face and back head to foot in black ink.

Note: GPO imprint lines are not to be printed on letterhead forms.

MARGINS: Margins will be as indicated on the print order or furnished copy.

NOTE: The forms printed under these specifications may be used singly or in multiples of two or more forms. Therefore, the contractor must exercise every precaution to insure that all forms printed on any one order will align accurately when used in conjunction with each other.

BINDING:

Format "A": 216 x 279 mm (8-1/2 x 11") products trim four sides.

Format "B" : All 32 x 279 mm (17 x 11") products trim four sides, perforate on the fold, and fold to 216 x 279 mm (8-1/2 x 11").

Format "C": 216 x 559 mm (8-1/2 x 22 products trim four sides, perforate on the fold, and fold to 216 x 279 mm (8-1/2 x 11").

Format "D": 216 x 837 mm (8-1/2 x 33") products trim four sides, perforate on either or both the 279 mm (11") or 559 mm (22") fold and then fold to 216 x 279 mm (8-1/2 x 11") with two (2) parallel folds (wraparound or accordion as indicated).

Drilling: When indicated on the print order drill up to six (6) round 6 mm (1/4") or as specified, holes.

PACKING: When indicated on the print order shrink-film wrap in quantities indicated.

Format "A" – Shrink-film wrap in quantities of 500 and pack suitable in cartons.

Formats "B" "C" and "D" – Shrink-film wrap in quantities of 100 and pack suitable in cartons.

Pack in shipping containers not to exceed 20.4 kg (45 lbs.) when fully packed. Exception: Weight limitation of 20.4 kg (45 lbs.) may be exceeded to comply with specifications when a specific quantity per shipping container is ordered.

Shipping containers shall have a minimum bursting strength of 1 800 kPa (275 pounds per square inch) or a minimum edge crush test (ECT) of 7 700 N per m width (44 pounds per inch width).

Pallets will be required and should be no higher than 54 inches.

LABELING AND MARKING: Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

Contractor must create carton labels as shown in Exhibit A, and have the capability of generating a 1/2" barcode using an alpha-numeric series identifying the contents of the carton which will be scanned by agency personnel. All labels must include the Form number.

Some orders may require contractor to include stock and control numbers on labels as indicated on the print order or packing sheet.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Forms</u>	<u>Number of Sublots</u>
12,000 - 35,000		125
35,001 and over		200

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Deliver f.o.b. destination to one address in Williston, Vermont and/or one address in Bell, California and/or one address in Washington, DC. Inside delivery to room number specified will be required for the Washington, DC address only. It is anticipated at this time that 33% of the orders placed will ship to Williston, Vt., 65% to Bell, Ca., and 2% to Washington, DC.

Complete addresses and quantities will be furnished with the print orders.

Unless otherwise indicated, truck deliveries must be made at the point of destination between the hours of 8 a.m. and 3:30 p.m., local time, on Government workdays.

All expenses incidental to returning materials and furnishing sample copies must be borne by the contractor.

SCHEDULE: Adherence to the schedule established on the individual Print Order must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material and Print Order shall be picked up from Eastern Forms Center, 124 Leroy Road, Production Park, Williston VT. 05495 **or** Immigration and Naturalization Service, 425 I Street, N.W., Room 2214, Washington, DC 20536, Attn: Glenn Brown (202) 514-3210. Pickup must be made between 8:00 a.m. and 4:00 p.m. Eastern Standard time, Monday through Friday.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

Contractor must complete production and make delivery within 14 workdays.

NOTE: The Ship/Delivery date indicated on the Print Order is the date products ordered must be received to the destination(s) specified.

The contractor must return within 10 workdays after delivery of the order, all camera copy and/or negatives furnished by the Government along with any negatives made by the contractor. These materials must be removed from the mask or flat, with all stripping material cleanly removed, packed flat and returned separate from the entire job via traceable means. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0517; callers outside the Washington, D.C. area may call toll free 1-800-424-9470 or 9471.

SECTION 3.- DETERMINATION OF AWARD AND PLACEMENT OF WORK

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce the one year's production, under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "Schedule of Prices".

I.	(1)	(2)	(3)	(4)
1.				
(a)	20	xxxx	xxxx	xxxx
(b)	4,000	xxxx	xxxx	xxxx
2.				
(a)	10	5	35	5
(b)	250	130	11,745	1,000
II.	(a) 31,000			
III.				
(a)	120			
(b)	10			
IV.				
(a)	16,545			
(b)	242			
V.				
(a)	6,610			
(b)	135			

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SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination to Washington, DC, Williston, Vt., and Bell, California.

Bidder must make an entry in each of the spaces provided. Bids submitted with blank spaces, or with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

Fractional parts of 100 or 1,000 will be prorated at the per 100 or 1,000 rate.

FORMAT GROUPS SHALL BE DEFINED AS FOLLOWS:

Format "A": 216 x 279 mm (8-1/2 x 11") form.

Format "B" : 432 x 279 mm (17 x 11") form.

Format "C": 216 x 559 mm (8-1/2 x 22") form.

Format "D" 216 x 837 mm (8-1/2 x 33") form.

- I. **PRICE PER CUT FORM:** Prices must include the cost of platemaking, press makeready and running, printing, washup, and perforating, cutting and folding to size. The cost of all required paper must be charged under item II. PAPER. The cost of films, when required, must be charged under item III. FILMS.

	Format "A" (1)	Format "B" (2)	Format "C" (3)	Format "D" (4)
1. Printed one side only:				
(a) Makeready and setup charge.....	\$ _____	\$ <u>XXXX</u>	\$ <u>XXXX</u>	\$ <u>XXXX</u>
(b) Running, per 1,000 copies	\$ _____	\$ <u>XXXX</u>	\$ <u>XXXX</u>	\$ <u>XXXX</u>
2. Printed two sides:				
(a) Makeready and setup charge.....	\$ _____	\$ _____	\$ _____	\$ _____
(b) Running, per 1,000 copies	\$ _____	\$ _____	\$ _____	\$ _____

(Initials)

- II. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered in the applicable "Format" group. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

Format "A" One 216 x 279 mm (8-1/2 x 11") leaf will be allowed for each form;

Format "B" : Two 216 x 279 mm (8-1/2 x 11") leaves will be allowed for each form;

Format "C": Two 216 x 279 mm (8-1/2 x 11") leaves will be allowed for each 216 x 559 mm (8-1/2 x 22") form.

Format "D" Three 216 x 279 mm (8-1/2 x 11") leaves will be allowed for each 216 x 837 mm (8-1/2 x 33") form.

Per 1,000
8-1/2 x 11"
Leaves

(a) White Offset Book..... \$ _____

- III. FILMS: Prices must include the cost of all necessary opaquing, materials, and operations required to produce films in accordance with these specifications.

(a) Each 216 x 279 mm (8-1/2 x 11") trim-page-size-film \$ _____

(b) Flattones & Strip-ins (any size) per tone/strip-in..... \$ _____

- IV. ADDITIONAL OPERATIONS: The prices offered for each of the following items must be all-inclusive for the performance of operations, that are additional to those specified under item I, and must include the cost of all required materials and operations necessary, in accordance with these specifications.

(a) Drilling (each run).....per 1,000 leaves..... \$ _____
(Four holes will be the maximum for any one run)

(b) Shrink-film wrap.....per 100 packages..... \$ _____

- V. PACKING AND SEALING FOR DISTRIBUTION: Prices must be all-inclusive, as applicable, and must include the cost of cushioned shipping bags, shipping containers, all necessary wrapping and packing materials, and labeling or marking, in accordance with these specifications. Offers must be made to the nearest whole cent.

(a) Packing and sealing shipping containers
(up to approximately 20.4 kg (45 lbs.) capacity) each container..... \$ _____

(b) Palletizing each pallet..... \$ _____

(Initials)

INSTRUCTIONS FOR BID SUBMISSION: Fill out "Section 4.- Schedule of Prices," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "Schedule of Prices" with two parts of the GPO Form 910 "Bid" form. Do not enter bid prices on GPO Form 910; prices entered in the "Schedule of Prices" will prevail.

Bidder _____

(City - State)

By _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)